

**MANHEIM TOWNSHIP SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS MEETING**

**District Office  
August 15, 2019  
7:00 p.m.**

**MINUTES**

Nikki Rivera, President, called the Board Meeting of the Manheim Township Board of School Directors to order at 7:00 p.m. School directors present were Mark Anderson, Janet Carroll (VIA CONFERENCE CALL), JoAnn Hentz, Curtis Holgate, Nikki Rivera, John Smith, and Joyce Stephens. Also present were Dr. Robin Felty, Superintendent; and Jennifer Davidson, Board Secretary.

Absences: Stephen Grosh, Board Member; William Murry, Board Member

Visitors present are recorded in the official school board guest book. A quorum was present, and due notice had been published.

<b>Pledge of Allegiance</b>	Mrs. Rivera led the assembly in the Pledge of Allegiance.
<b>Announcements</b>	<ul style="list-style-type: none"><li>• The Board of School Directors of Manheim Township School District held an executive session before this evening's board meeting. The Board met in executive session for the purpose of consulting with legal counsel to receive legal advice which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law.</li><li>• This meeting is being audio recorded solely for the purpose of transcribing meeting minutes.</li><li>• Approximately 200 cookies will be delivered to the construction crew at the Middle School on August 23rd. If you are interested in contributing, please contact Mrs. Rivera.</li><li>• Procedure for pulling any item that is mentioned in the Consent Agenda should be held for items that require further information, to abstain from a vote, or for further discussion.</li></ul>
<b>Presentations:</b>	<ul style="list-style-type: none"><li>• Mr. Jay Darkey, Project Manager, gave an up update on the Middle School Project.</li></ul>
<b>Roll Call Vote</b>	Mrs. Rivera announced that unless otherwise stated, each vote taken at this meeting will be considered a roll call vote and the secretary will record any negative votes or abstentions.
<b>Manheim Township Citizens Comments</b>	Mrs. Rivera invited citizens in the audience to comment on any item on the agenda.  No comments
<b>Approval/Modification of Agenda</b>	Mrs. Rivera asked if there were any agenda items that should be removed from the consent portion of the agenda.  On motion by Mrs. Stephens and seconded by Mrs. Hentz, the agenda passes 9-0.
<b>Consent Agenda</b>	On motion by Mrs. Stephens and seconded by Dr. Smith the consent agenda passes 9-0. Mr. Anderson asked to pull ITEM K.  A. Recommend approval of the Treasurer's Report

- B. Recommend approval of the Personnel Report
- C. Approve the list of drivers for the 2019-20 school year
- D. Approve submission of PlanCon Part K related to the issuance of the General Obligation Bonds, Series B of 2018, to the PA Department of Education for their approval
- E. Grant approval to acknowledge PlanCon Part K approval letter and appended materials so that they are entered into the School Board meeting minutes, as required by the PA Department of Education (PDE)
- F. Approve transfer of \$50,181.77 from the General Fund to the High School Activity Fund
- G. Approve the phone system update, annual maintenance agreement and software assurance agreement to be performed by CSG Global Consulting
- H. Approval of Independent Contractor Agreement with Lancaster Intermediate Unit 13 (IU13) to provide meals for the 2019-20 school year
- I. Approve the continued partnership between Manheim Township School District and IU13 by approving the 2019-20 Title I Agreement for Services
- J. Approve the continued partnership between Manheim Township School District and IU13 by approving the 2019-20 Title IIA Agreement for Services
- K. Appoint and approve up to three (3) voting delegates to the 2019 PSBA Delegate Assembly in October 2019 (ITEM PULLED)
- L. First reading of the following policies with final approval in September:
  - Policy 214 – Class Rank
  - Policy 701 – Facilities Planning
  - Policy 701.1 – Naming of Facilities
  - Policy 702 – Gifts, Grants, Donations
  - Policy 703 – Sanitary Management
  - Policy 704 – Maintenance
  - Policy 705 – Safety
  - Policy 802 – School Organization (NEW)
  - Policy 810.1 – School Bus Drivers and School Commercial Motor Vehicle Drivers
  - Policy 824 – Maintaining Professional Adult/Student Boundaries (NEW)
- M. Second reading and final approval of the following policies:
  - Policy 614 – Payroll Authorization
  - Policy 615 – Payroll Deductions
  - Policy 616 – Payment of Bills
  - Policy 616.1 – Electronic Signatures (NEW)
  - Policy 617 – Petty Cash
  - Policy 618 – Special Purposes Fund (ELIMINATION)
  - Policy 618.1 Student Activities Fund (becomes 618 through merging)
  - Policy 619 – District Audit
  - Policy 620 – Returned/Lost Checks (ELIMINATION)
  - Policy 621 – Local Taxpayer Bill of Rights
  - Policy 622 – GASB Statement 34
  - Policy 623 – Fund Balance
  - Policy 624 – Taxable Fringe Benefits (NEW)
  - Policy 625 – Procurement Cards

**Items Pulled for Consideration**

Mr. Anderson moved to approve ITEM K and Mrs. Stephens seconded the motion to open discussion. There were four candidates that submitted their names to attend the PSBA Delegates Assembly. The district is able to send three. Dr. Felty pulled three names: Mr. Grosh, Mrs. Carroll, and Mrs. Hentz. Motion carries 9-0.

**Other Recommended**

- Mrs. Stephens moved and Dr. Smith seconded the approval of the Secretary’s minutes of the June 13, 2019 Board Work Session and the regular meeting of the Board of School Directors on June 20,

<b>Actions</b>	2019. Motion passes 9-0.
<b>Superintendent's Report</b>	<ul style="list-style-type: none"> <li>• Dr. Felty gave a summary on the federally funded summer lunch program.</li> <li>• Dr. Felty gave an update on student enrollment.</li> <li>• August 19<sup>th</sup> is Opening Day for all staff. August 26<sup>th</sup> is Opening day for students grades 1-12 with Kindergarten beginning August 27<sup>th</sup>.</li> </ul>
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Mr. Holgate suggested a resolution entering the funding formula</li> <li>• Mrs. Stephens would like to begin discussions with Manheim Township Parks and Recreation Department to work together on the Title IX review.</li> </ul>
<b>Board Member Reports</b>	<ul style="list-style-type: none"> <li>• Student Representatives – Fall sports teams and activities have kicked off; HS and MS students have started LinkCrew</li> <li>• Mark Anderson – PSBA Candidate selections have been sent. The Board will be voting on this in September.</li> <li>• Janet Carroll – no report for Envisions. Kudos to the MS project workers and to the staff for preparations for the new academic school year. Good luck to the convergence of the two on 8/26.</li> <li>• Stephen Grosh- no report.</li> <li>• JoAnn Hentz – Lancaster County Academy will be looking for a new director.</li> <li>• Curtis Holgate – Stoner Building Project has been postponed.</li> <li>• William Murry – Mr. Murry was not present. Dr. Felty shared that MTEF announced the selection of four new members.</li> <li>• Nikki Rivera – IU13 reviewed their summer camp program; kudos to the Human Resources Department for their busy hiring season this summer.</li> <li>• John Smith – no Manheim Township Parks and Rec meeting in August.</li> <li>• Joyce Stephens – LCCTC: last meeting was in June. Catalog was approved for post-secondary students; kudos to Sharon Schaefer for the event that was held last evening at the High School.</li> </ul>
<b>Citizens' Comments</b>	<ul style="list-style-type: none"> <li>• Courtney Morton spoke regarding the Infiltration Garden; driving around the campus is well-marked; spoke regarding the trauma-informed practice meeting last evening.</li> <li>• Suzanne Smith spoke regarding the summer lunch program and summer playground.</li> </ul>
<b>Adjournment</b>	<p>Dr. Smith moved and Mrs. Stephens seconded a motion to adjourn the meeting at approximately 7:46 pm.</p> <p>Voice vote with all members present voting aye. Motion carried.</p>

---

Nikki Rivera, President

---

Jennifer R. Davidson, Secretary